





14891 Farmington Road, Suite 100, Livonia, MI 48154 (734) 425-1776 Fax: (734) 425-1777 Info@FCTitle.com

## **SELLER'S CHECKLIST**

YES NO	Your Owners Title Policy: Provide a copy of all pages of your title policy to your Realtor. This will help speed the new title search, help eliminate prior title problems, and as well, First Centennial Title will issue you a credit towards your new title policy premium. Do the names on your title policy differ from the actual sellers? Notify your Realtor if so
YES NO	Do you have a copy of: Warranty Deed, tax bill and/or survey to help verify the legal description?
YES NO	<b>Payoff Authorization:</b> Do you have any open mortgages? Separate forms are needed for <b>each (all)</b> open mortgages with social security number(s), and must be signed by all sellers, NOTE: Open mortgages include equity lines of credit even if seller never used equity loan. Seller(s) must contact their equity lender to FREEZE & CLOSE LOAN TO FUTURE ACTIVITY. Equity lender may require seller to sign bank forms to accomplish this. (If a FREEZE letter is not provided where necessary, funds from sellers' proceeds will be held in escrow at closing.)
YES NO	Foreclosure: Is your mortgage delinquent or has it gone to foreclosure sale? Notify your Realtor if so.
YES NO	Subdivision/Condo Association: Complete form & provide treasurers (or contact person) name & telephone number.
	CONFIRM SELLER'S OWNERSHIP:
YES NO	Are you Married? Both husband and wife must sign ALL documents.
YES NO	Have you Divorced since buying property? Need complete copy of Divorce Decree, including property settlement.
YES NO	Is there a Trust? Need complete copy of Trust Agreement or Certificate of Trust Agreement.
YES NO	Is there a Probate? Need copy of Probate Court papers appointing Personal Representative & Order from court to convey property.
YES NO	Is the Seller Deceased? Need original Death Certificate to record.
YES NO	Is there a Conservator? Need a copy of the Order from the Court appointing the conservator to sell the property.
YES NO	Is there a Guardianship? Need a copy of the Order from the Court appointing the guardian to sell the property.
	OTHER SELLER ISSUES:
YES NO	Bankruptcy? Need a copy of the court documents, the name of the Bankruptcy trustee and telephone number.
YES NO	<b>Tax Liens?</b> Need payoff statement from IRS or State of Michigan. Contact First Centennial Title for IRS Tax Authorization form 8821. If tax liens have been paid, need original release of lien of record.
YES NO	Power of Attorney? If using a Power of Attorney, First Centennial Title needs to review copy prior to closing.
YES NO	Any Liens? Attorney or Association Liens? Landscape work? Other Liens? Need original discharge of lien to record.
YES NO	Assessments? If you have any knowledge of any assessments, notify your Realtor.
YES NO	Unrecorded Deeds? If you are aware of any unrecorded Deeds, notify your Realtor.
YES NO	Did you purchase this property on Land Contract? If so, provide a copy to your Realtor.
YES NO	Is property involved in any litigation? Advise Realtor immediately to determine course of action prior to or at closing.
	IMPORTANT REMINDERS:
	Bring Identification: Both parties must have valid state-issued photo identification or valid passport at closing.
	• Are your taxes due at closing? If you provide your original tax bill at closing, you will not be charged for a duplicate tax bill and no escrows will be held, DO NOT PAY THEM BEFORE CLOSING, unless you provide proof that payment was made by a cashiers or certified check (copy).
	Avoiding increased Water Escrows: To avoid an increased water escrow, order an "inside" meter reading since many water departments are updating meters due to outside devices providing poor readings.
	• Using a Power of Attorney at Closing: If you are using a Power of Attorney at closing, be advised that sale proceeds checks are made payable to ALL Sellers; how you will cash/deposit the proceeds check will be at the discretion of your financial institution.
	Never postpone making your mortgage payment.
	Dated Sellers Signature(s)